

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">17.2</p> <p>Date Issued</p> <p style="text-align: center;">August 29, 2003</p>	<p>Total Pages</p> <p style="text-align: center;">7</p> <p>Effective Date</p> <p style="text-align: center;">July 17, 2003</p>
<p>References</p> <p>KRS 196.030, 196.035 and 196.070 ACA Third Edition Standards 3-4272, 3-4273, 3-4281 and 3-4275 through 3-4279</p>	<p>Subject</p> <p style="text-align: center;">ASSESSMENT CENTER OPERATIONS</p>	

I. AUTHORITY

This policy is issued in conformance with KRS 196.030, KRS 196.035 and KRS 196.070 which assigns authority to the Department of Corrections (Corrections) and the Commissioner of Corrections, respectively, to manage adult correctional institutions and to adopt regulations for the administration of Corrections and which authorize transfers between institutions.

II. PURPOSE

To establish the procedure and program structure for use by centralized Assessment Center of Corrections.

III. APPLICABILITY

To all employees of Corrections.

IV. DEFINITIONS

“ASSESSMENT CENTER” means the central point of reception and processing of convicted felons entering the custody of Corrections. The Assessment Center is located at the Roederer Correctional Complex and processes male inmates. A branch Assessment Center is located at the Kentucky Correctional Institution for Women and processes female inmates.

V. POLICY

Corrections shall operate an Assessment Center to receive, process, evaluate, classify and assign inmates committed to Corrections institutions. This center shall be responsible for the initial evaluation of all inmates, except any inmate under sentence of death and an inmate with medical, psychological or security requirements which may not be dealt with at the Assessment Center. A male inmate under sentence of death shall be admitted

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directly to death row at the Kentucky State Penitentiary. A female inmate under sentence of death shall be admitted directly to the Special Management Unit at the Kentucky Correctional Institution for Women. Any inmate with special medical, psychological or security requirements may be admitted to any appropriate facility as determined by the Classification Branch Manager or his designee.

VI. PROCEDURES

A. The centralized Assessment Center shall be under the direction of the Classification Branch Manager and the immediate supervision of the Classification Program Administrator.

1. The Assessment Center shall be autonomous from any institution relative to policy, structure, and operations.
 - a. Assessment Center Classification and Treatment Officer, clerical and management staff (including Unit Director, Assistant Unit Director) shall be under the supervision of the Classification Branch and shall report directly to the Classification Program Administrator.
 - b. The Classification Program Administrator shall function as the first line supervisor for the Assessment Center Unit Director and as the second line supervisor for the Assistant Unit Director. The Classification Branch Manager shall function as the second line supervisor for the Assessment Center Unit Director.
 - c. A Classification and Treatment Officer, clerical and management vacancy shall be advertised and filled with the approval of the Classification Branch Manager. The warden shall be advised of all personnel decisions prior to the effective date.
 - d. The work schedule for a Classification and Treatment Officer, clerical and management staff shall be approved by the Classification Branch Manager. Staff training and annual leave shall be scheduled with the approval of the Classification Program Administrator after consulting appropriate institutional personnel.
 - e. The Assessment Center Program Administrator shall prepare a monthly report. This report shall be submitted to the Classification Branch Manager with a copy to the Warden of the Roederer Correctional Complex. The Assessment Center report for the female inmates shall be prepared by the Kentucky Correctional Institution for Women and forwarded to the Classification Branch

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Manager with a copy to the Warden of the Kentucky Correctional Institution for Women. The reports shall include:

- (1) The number of inmates awaiting transfer.
 - (2) The number of inmates transferred out of the Assessment Center.
 - (3) The number of inmates admitted to the Assessment Center from controlled intake status.
 - (4) The number of classification actions completed.
 - (5) The number of new cases entered into the controlled intake system.
 - (6) The number of psychological evaluations completed.
 - (7) Significant unit problems.
2. The institution housing the Assessment Center shall provide sufficient staff, under Assessment Center control, to insure supervision for Assessment Center inmates and to carry out the Center's functions.
 - a. The Classification Branch Manager, Program Administrator, Assessment Center Unit Director, Warden, and other staff as directed by the Deputy Commissioner, shall determine an appropriate level of Assessment Center security staffing for each shift during weekday and weekend operations.
 - b. The institution shall provide this level of staffing except during an emergency or staff shortage.
 - c. On any occasion when established staffing levels are not provided, the institution shall submit a report to the Classification Branch Manager indicating why staff is not available.
 - d. When possible, staff familiar with the Center's operations shall be assigned to the Assessment Center.
 3. Questions regarding responsibility for specific areas shall be decided by the Classification Branch Manager.
- B. A parole violator shall be processed by the Assessment Center upon re-entry into the system.

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1. A male parole violator shall be admitted to the Assessment Center at the Roederer Correctional Complex.
 2. A female parole violator shall be admitted to the Assessment Center at the Kentucky Correctional Institution for Women.
 3. A prescreened, minimum custody parole violator may be admitted directly into a minimum institution, if approved by the Classification Branch Manager.
- C. A shock probation violator, court ordered returnee or returned escapee shall be processed by the Assessment Center. A returned escapee may be processed by any secure institution as determined by the Classification Branch Manager or his designee.
- D. An initial transport from the Assessment Center shall be the responsibility of transportation staff at the Kentucky State Reformatory.
- E. The Assessment Center shall be responsible for:
1. Completing a Classification Document or Reclassification Document for each inmate processed.
 2. Initial classification of each inmate processed.
 3. The implementation of testing or evaluation programs as appropriate to facilitate the accurate completion of the Classification or Reclassification Document and to aid in determining the needs of the inmate.
 4. The development and operation of an orientation program providing necessary information concerning rules, regulations, custody levels, institutional placements, and programs. Each inmate shall:
 - a. receive an orientation in his own language. If a literacy problem exists, a staff member shall assist the inmate in understanding the material.
 - b. be provided an orientation handbook containing all pertinent information.
 - c. sign and date a statement indicating that he has completed the orientation program. A copy of this statement shall be maintained in the inmate's file.

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5. Providing notice of appearance before the Classification Committee a minimum of forty-eight (48) hours in advance.
 6. Ensuring that the inmate meets the Classification Committee after orientation is completed.
- F. The inmate shall be present before the Classification Committee regarding his custody level in order to present any evidence or testimony to ensure an appropriate classification. In cases where an inmate is unable to appear due to medical reasons or where the inmate's presence may present a severe security problem, written documentation shall be included on the Classification Record and in the comments section of the classification document explaining why the inmate was not present. If the inmate has received proper notification of the hearing and he fails to appear, the committee may hold the hearing in his absence. Failure of the inmate to appear may result in disciplinary action.
- G. An inmate may present his classification request to the Assessment Center Classification Committee in writing. In any case where the inmate presents a request, it shall be included in the inmate's record folder.
- H. Initial classification shall be completed within two (2) weeks after admission to the Assessment Center. Exceptions to allow for the completion of the following are acceptable:
1. Disposition of mental health referral;
 2. Completion of Conflict Information;
 3. Interview completion for sex offenders eligible for the treatment program
 4. Submission of DNA sample as required by statute.
 5. Receipt of other necessary documentation to allow for proper Classification, for example, Presentence Investigation, Detainer Information, Corrected Judgement.
- I. A written, itemized list shall be made of personal property in the possession of all inmates entering the institution. Any item not permitted shall be noted and stored for a designated period of time. The inmate shall be given a copy of this list.
- J. The unit director responsible for the Assessment Center shall provide an offender handbook, or section of the institution policy and procedures manual, listing unit rules and operational procedures.

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1. The handbook or policy and procedure shall outline a regular program for inmates undergoing the assessment process and shall include scheduled periods for recreation, religious services, testing, orientation, and interviews.
 2. A copy shall be provided to each Assessment Center employee.
- K. The Assessment Center shall develop written procedures for the admission of inmates. These procedures shall be followed by the Assessment Center or the institution admitting the inmate and shall be included in the institution's operations manual. There shall be a procedure:
1. To determine whether the inmate is legally committed or transferred to the institution.
 2. For searching the inmate and the inmate's property.
 3. Covering the packing, storage and shipment of clothing or personal possessions not permitted.
 4. For providing the initial showering and hair care of the inmate.
 5. For issuing clean clothing as needed.
 6. For photographing and fingerprinting, including notation of identifying marks or unusual physical characteristics.
 7. For medical, dental and mental health screening.
 8. For assigning inmates to a housing unit.
 9. For assisting in notifying inmates' family of admission.
 10. For mail and visiting.
 11. For assignment of a registration number to the inmate.
 12. To cover the orientation and issuing of a handbook providing institutional procedures to the inmate.
- L. A summary admission report consisting of the Pre-sentence Investigation Report, the Classification Document and any report or information concerning the inmates' conduct while in jail shall be prepared at the time of admission and maintained in the inmates' case file.